



Governor's Office of Storm Recovery

ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

Governor's Office of Storm Recovery (GOSR)

Job Title: Program Assistant

Department: Administration/Community Reconstruction

Location: NYC

Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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Position Summary

Under the general direction of the Program Director and/or Deputy Executive Director the Program Assistant provides administrative assistance and support for a specific program team.

Responsibilities include, but are not limited to the following:

- Maintain calendar for the Deputy Executive Director and any additional designees.
- Arrange appointments and travel, and prepare monthly expense reports.
- Carrying out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing, e-mail, and mail, and other tasks as needed.
- Drafting memos, correspondence, reports, manuals, presentations or other documents as needed.
- Maintaining and verifying contact information and mailing lists.
- Assisting with file maintenance and development of electronic filing systems.
- Interacting with grant recipients via email and telephone, and responding to or redirecting inquiries for technical assistance.
- Assisting in accomplishing all goals, tasks, and assignments relating to the operation of the program, department or office as assigned by the Deputy Executive Director or Program Director.
- Maintaining a working knowledge of the program and office policies, procedures, activities and operational functions to disseminate information as directed.
- Developing and maintaining program tracking systems/filing and enter data as necessary.
- Manage the execution of letters to subrecipients, including but not limited to pre-application approval letters, application acceptance letters, and application approval letters. This includes writing/editing copy, obtaining necessary signatures, emailing scanned copies to subrecipients, mailing hard copies to subrecipients, and storing both electronic and hard copies in accordance with internal file structure guidelines.
- Maintain the submissions of subrecipient quarterly progress reports. This includes tracking submissions via email/mail, electronic document storage, ensuring that the tracker is fully updated, following up on outstanding

reports.

- Manage the execution of subrecipient agreement amendments and related financial and legal documentation. This includes obtaining necessary signatures, liaising with multiple GOSR departments, and electronic/hard copy document storage.
- Assist with program event planning, as needed. This includes reserving space, drafting agendas, and overseeing any necessary small purchase procurements.
- Execution of additional ad-hoc assignments as assigned by the Deputy Executive Director or Program Director.

Minimum Qualifications:

- Must be a NYS resident or able to relocate to NYS
- Bachelor's Degree and 2 years of experience
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Ability to prioritize competing demands
- Ability to proactively foresee and address needs of senior and executive staff
- Ability to understand and articulate program rules and regulations
- Proficient in Microsoft Office Suite

If interested:

All candidates must submit a resume to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.